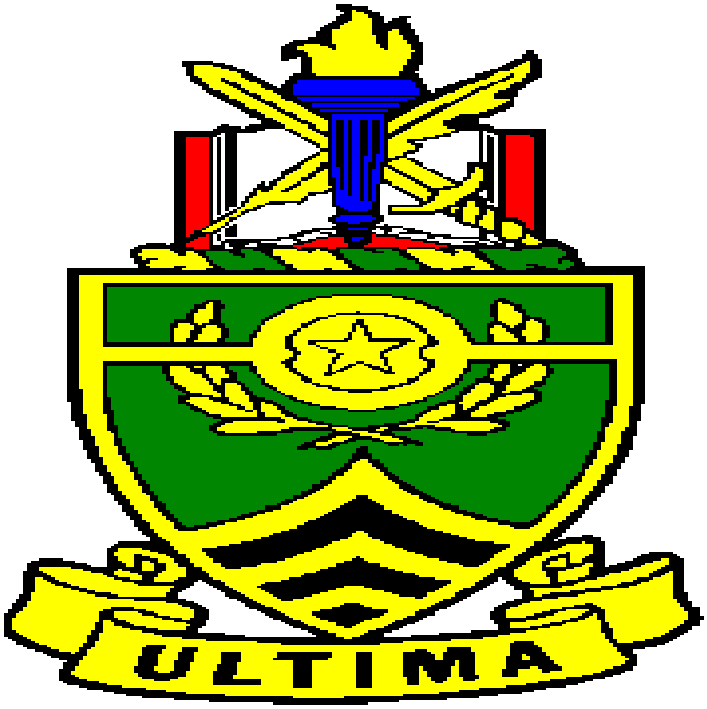
BATTLE STAFF CLASS E06-12



REPORT ON FRIDAY, 20 JANUARY 2012 @ 0500 NCO ACADEMY FOR WEIGH-IN AT BUILDING 3661 UPSTAIRS. MUST HAVE ID CARD IN HAND.
UNIFORM: SUMMER PT's NO SPANDEX.
20 JANUARY 2012 @ 0900 REPORT TO SNOWHALL RM# TBD UNIFORM: ACU'S
CLASS WILL BEGIN 23 JANUARY 2012 @ 0900 RM# TBD
BRING ALL IN-PROCESSING DOCUMENTS.
IF YOU DO NOT SHOW FOR WEIGH-IN, A PERSON IN WAIT STATUS WILL BUMP A PRIMARY!!

COMMANDANT
CSM PINKNEY
580-442-3141

SCHOOL CHIEF
1SG HERRICK
580-442-2619

FORT SILL DL MANAGER (POC FOR BATTLE STAFF)
SFC GAMBLIN
580-442-6970

- Instructions for Reporting to Battle Staff NCO Course. "Phase I" is NO LONGER needed.

- The Battle Staff Course is taught at Fort Sill via Video Tele-Training with the United States Army Sergeants Major Academy at Fort Bliss, TX. Assistant Instructors from Fort Sill will facilitate the instruction with oversight from USASMA.
- On report day (as listed in ATRRS), students will report to NCO Academy Bldg 3661 upstairs for the Ht/Wt (Tape, if necessary), Later that day all student will proceed to Snow Hall, Room TBD. You will be given a copy of the training schedule, student handouts, course graduation requirements and rules and regulations while utilizing the DL classrooms. When reporting bring all required documents (see below) with you and ensure that you have enough copies for the AI to keep these documents.

- **Required Documents:**

- TRADOC Form 350-18-2-R-E (JUL 09) Unit Pre-Execution Checklist
- Enlisted Record Brief
- FS Form 116 (Fort Sill Local Area Network and DOD NIPR net)
- Completion Certificate for DoD Information Assurance Awareness (https://ia.signal.army.mil)
- 2S Memo

(EXAMPLE)

DEPARTMENT OF THE ARMY,
BRAVO COMPANY, U. S. ARMY SERGEANT MAJOR ACADEMY
11291 SGT E. CHURCHILL STREET
FORT BLISS, TEXAS 79918-8002

Reply to
Attention Of:

ATSS-BB 28 October 2010

MEMORANDUM FOR RECORD

SUBJECT: Battle Staff Course (BSC) 2S VERIFICATION MEMO

1. The following soldier is currently filling (or is projected to fill-please notice there is no time constraint) a 2S position within the BN(BDE) HQ: Skywalker, Anakin xxx-xx-1234.

OR

1. The following Soldier in not in a coded 2S position, however performs regular duties associated with staff operations: Skywalker, Anakin xxx-xx-1234.

OR – please note the difference!

1. An exception to policy is requested for the following Soldier: Skywalker, Anakin xxx-xx-1234. He is NOT currently in a 2S position or projected to fill one, however, unfilled ATRRS slots are remain within BSC Class XX-09.

JOHN J. J. SCHMIT
COL, IN
COMMANDING